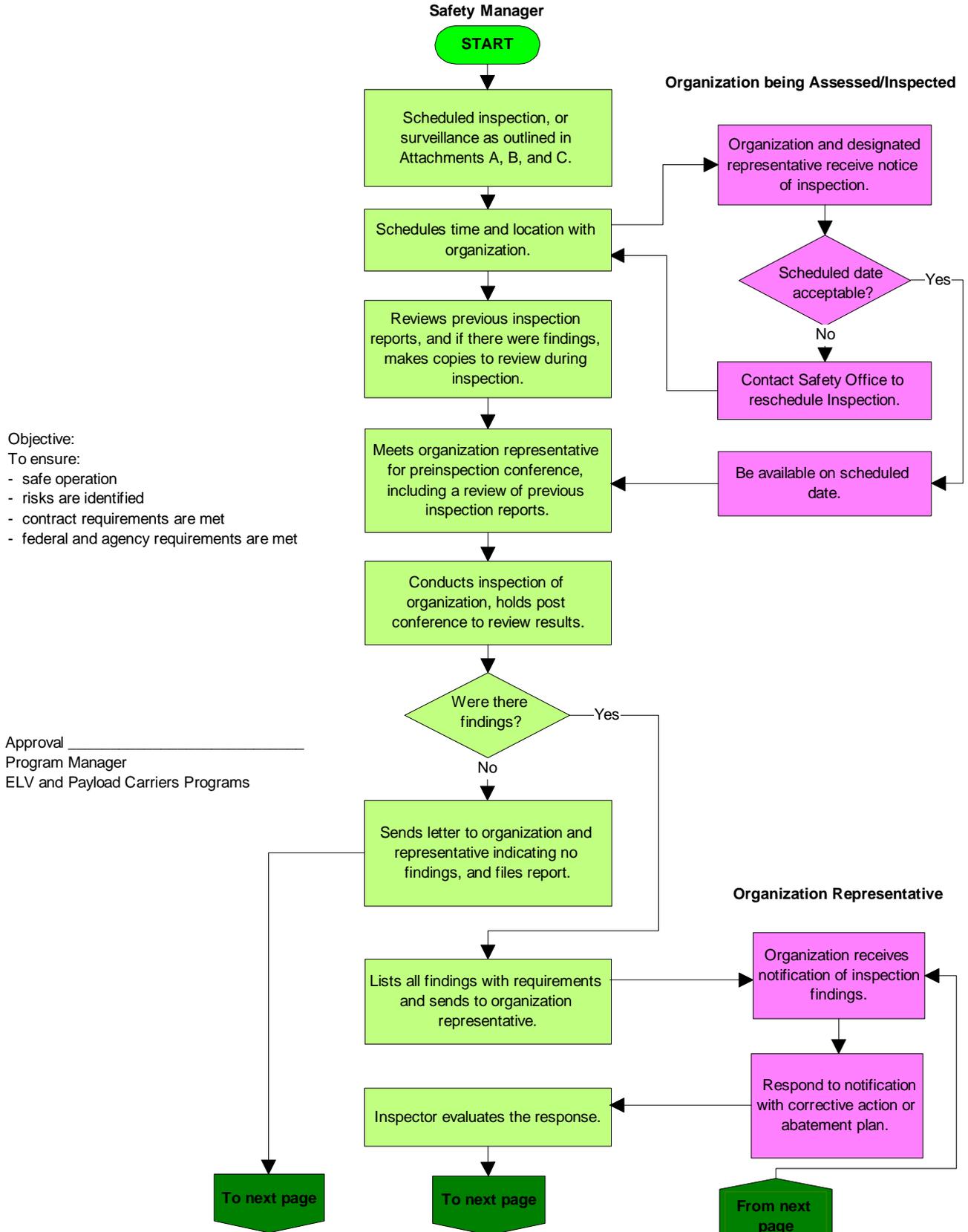
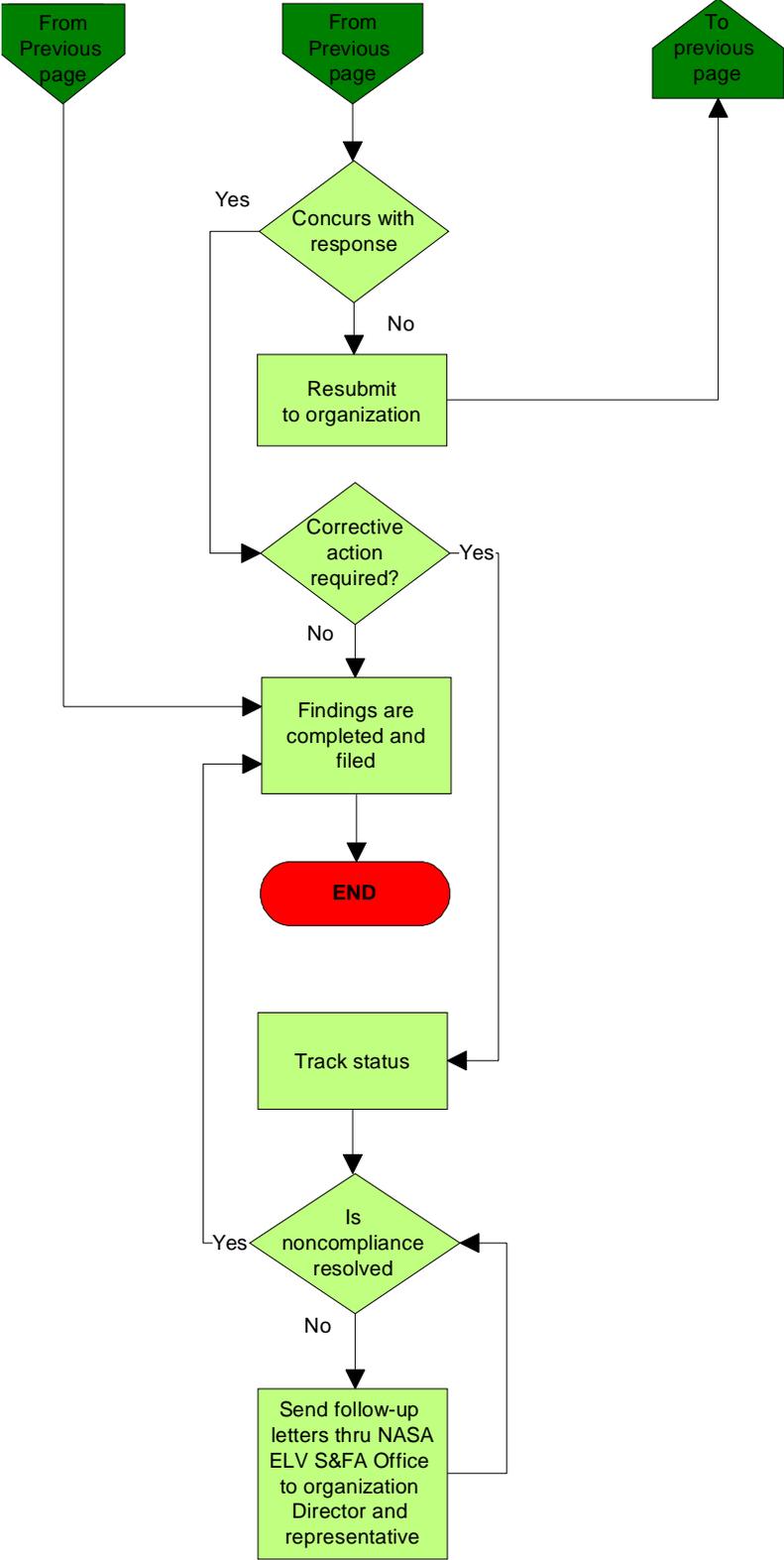


VAFB Safety Surveillance and/or Inspections





Attachment A

SUBJECT OSHA Inspections and Visits	
OBJECTIVE To provide a uniform procedure within VB-D-1 for interfacing with OSHA.	
FILE NUMBER 8720	OFFICE OF RESPONSIBILITY VB-D
REFERENCE(S) 29 CFR 1903, 1910, 1926, and CFR Parts 1960 Elements	

Purpose

To provide instructions for personnel who may interface with OSHA in an official capacity.

• Procedure

- Upon notification from OSHA of a pending visit to any area under the jurisdiction of NASA at Vandenberg Air Force Base (VAFB), the recipient of the notification will ascertain the following:
 - Organization and locations to be visited.
 - Specific reason of the visit.
 - Date and time of the visit.
 - The full names and social security numbers of the personnel coming to VAFB.
- Brief the VB-D Supervisor of the pending visit.
- Do Not Notify the Organization to be Visited. Notification is a Violation of Federal Law!
- Arrange for machine pass(es) for access to VAFB.
- Provide a safety escort, and assist OSHA personnel as required.
- Keep the VB-D Supervisor informed on at least a daily basis of significant events.
- Follow-up with OSHA as required.
- Do a briefing note, if required.
- Upon request OSHA will send a copy of all correspondence pertaining to the visit for incorporation into our files.

Attachment B

SUBJECT Facility Safety Inspections	
OBJECTIVE To conduct annual facility safety inspections of NASA occupied areas at Vandenberg Air Force Base (VAFB).	
FILE NUMBER 1710.1	OFFICE OF RESPONSIBILITY VB-D
REFERENCE(S) 29 CFR 1960	

Purpose

To provide the direction necessary to schedule, conduct, and close annual facility safety inspections of NASA employees occupied areas and NASA controlled areas at VAFB.

- Schedule Of Directorates To Be Inspected
 - The NASA-VAFB Facility Safety Inspection Schedule is used to identify areas for inspection. The schedule is arranged by month by Directorate for VB personnel in Building 840. The schedule is developed and maintained by the Safety Manger (SM).
- Scheduling The Inspection
 - Initially the inspections are to be scheduled verbally with the VAFB-KSC VAFB Resident Manager.
 - Present the Safety Self Inspection Checklist (enclosure 1) so that Directorate personnel can perform a self inspection prior to the actual inspection being performed.
 - Inspections should be scheduled at least two weeks in advance so that all interested parties have an opportunity to participate, and the NASA-KSC VAFB Resident Manager (RM) has an opportunity to complete the self inspection checklist.
- Conducting The Inspection
 - The SM should inspect all areas within the scheduled Directorate where NASA personnel are housed or have direct control.

In order to conduct a more thorough safety inspection the Safety Self Inspection Checklist (enclosure 2), may be used as a guide.
- Writing Up The Violations
 - Template cover letters can be accessed through MS Word by choosing FILE/NEW/OTHER DOCUMENTS. Complete the template as prompted. Finally SAVE the document, e.g., VAFB BB 1998.

- Ensure that the requirement reference matches the violation. Avoid referencing KHB/KMI's as they can be easily waived/changed.
- If a violation is "corrected on the spot" a Risk Assessment Code (RAC) should be assigned to reflect the condition before it was corrected.
- If no violations are found a RAC of "0" is to be assigned. Also, if an item is not a hazard do not write it up, e.g., maintenance, clutter, etc.
- Cover Letters That May Be Sent Out
 - No Violations Found
 - Facility Safety Inspection - No Violations.
 - Violations Found
 - First Closure Request
 - Will consist of completing the Facility Safety Inspection and the NUUWC report (see next section) will be attached to this letter.
 - Second Closure Request
 - If the First Closure Request is not answered within the allotted 30 days complete the Facility Safety Inspection - 2nd Closure.
 - Third Closure Request
 - If the second request for closure is not answered within the allotted 7 complete the Facility Safety Inspection - 3rd Closure.
 - Abatement Plan
 - If the sited violations aren't corrected within 30 days the NASA-KSC VAFB RM must file an abatement plan. The letter used to solicit updates is Facility Safety Inspection - Abatement Update Request.

- Notice of Unsafe or Unhealthful Working Conditions (NUUWC) Report

- Will be generated using an Excel database. The file name is to be assigned by the VB-D-1 SM who maintains the file for VAFB. The information required consists of:
 - Facility Inspected Control Number (FICN) - a number consisting of the SM initials and the number of the violation, e.g., JR001, JR002, etc.
 - Facility Number Inspected, and Directorate Inspected.
 - Location of Violation - be specific.
 - Violation Summary - insert one of the following applicable summaries: Compressed Gases, Egress, Electrical, Explosives, Fall Prevention, Fire Prevention, Health, Housekeeping, Labeling, Machine Guarding, Materials Handling (also for storage of materials), Misc. PPE, Postings, Power Tools, Storage (chemicals only), Walking-Working Surfaces.
 - Violations Identified - be brief but descriptive
 - Requirement Number - use no spaces when entering. After entering main requirement, e.g., 29CFR1910.303, press Alt/Enter (this will place the remaining requirement on a separate line) and enter the remainder of the requirement.
 - Requirement Description - insert a brief description of the requirement.
 - Risk Assessment Code (RAC) - represents the potential severity and probability of the violation contributing to a mishap (1 most to 6 least severe potential).
 - Inspect Date - date the inspection was done.
 - Corrective Action Taken - to be completed by the NASA-KSC VAFB RM.
 - Date Closed - to be completed by the NASA-KSC VAFB RM.
 - Letters Sent - enter the date the appropriate cover letter left the office, press Alt/Enter and enter the mail stop the letter went to.

NOTE: Enter dates using 6 digits, e.g., 020997. For Excel to accept "0" enter a apostrophe first, e.g., '020997. The apostrophe will not be visible.

Sending Out The Report

- Reports are to be out of the office within 7 calendar days after the inspection, and consists of the NUUWC and the Facility Safety Inspection - Results letter.

NOTE: If a copy of the NUUWC is e-mailed or sent on a disk to the NASA-KSC VAFB RM lock all the cells except the Date Closed, and Corrective Action Taken. This will allow closure data to be entered yet prevent user tampering.

- Getting The Report Back

- Once information is returned ensure that all proposed closures are acceptable. If not a letter addressing the specific violations is to be prepared.

- How To Close Year End Open Violations

- Violations that are not closed at the end of the calendar year will be moved to the NUUWC Open Violations Log.xls. This will allow for all open items to be consolidated and tracked more easily. When an item is closed it will be removed from this log and closed in the log in which it was first identified.

Attachment B/Enclosure

SAFETY SELF INSPECTION CHECKLIST

Mail Code Being Inspected:	Date:
Inspection Team:	

A. COMPRESSED GASES		N/A	Yes	No (enter location)
1	Is piping/tubing marked to denote flow direction, and pressure?			
2	Is piping/tubing color coded to denote commodity?			
3	Are pipes/tubes/flex hoses/gas cylinders properly secured?			
4	Are valves/relief devices positioned not to endanger personnel?			
5	Are compressed gas cylinders properly segregated?			
6	Are compressed gas cylinders contents identified?			
7	Does pressure equipment have current hydrostatic testing dates?			

B. EGRESS		N/A	Yes	No (enter location)
8	Are fire doors allowed to close or part of a system that allows automatic closure?			
9	Are combustibles prohibited from storage under stairs or in egress paths?			
10	Are walkways/stairs properly lighted for safe passage/egress?			
11	Are emergency egress paths and exits identified by EXIT signs?			
12	Are emergency lights operable?			
13	Is panic hardware on exit doors in good working order?			
14	Are emergency exits (44" wide hallways), aisles (36" wide), and doors unobstructed?			
15	Are doors that may be confused as a means of egress marked "NOT AN EXIT"?			

C. ELECTRICAL		N/A	Yes	No (enter location)
16	Is electrical equipment guarded/enclosed to prevent accidental contact?			
17	Has damaged electrical equipment been identified and taken out of service?			
18	Is electrical equipment approved by a recognized lab, e.g., UL ?			
19	Is the area in front of electrical panels kept clear (required clear area is 30" x 36")?			
20	Do circuit breaker switches identify what circuits they control?			
21	If a circuit breaker is used as a switch is it rated for that use?			
22	Is the ground prong (the third prong) in place on all electrical cords where required?			
23	Are extension cords used only temporarily and not used in place of fixed wiring?			
24	Is equipment locked out to prevent inadvertent operation during maintenance?			
25	When working on equipment are "DANGER TAGS" properly completed and posted?			
26	Are Ground Fault Circuit Interrupters (GFCI) installed where required?			
27	Is electrical equipment, i.e., refrigerator, coffeepot, microwave, etc., in good condition?			
28	Is electrical equipment being used in a safe manner?			
29	Are receptacles provided with a tight fitting, unbroken/uncracked, cover or plate?			
30	Are unused openings in a panel box closed with appropriate covers, plugs, or plates?			

D. EXPLOSIVES		N/A	Yes	No (enter location)
31	Are small arms ammunition and primers stored in original shipping containers?			
32	Are smokeless propellants kept in shipping containers?			
33	Are operating procedures in place prior for any operation involving explosives?			
34	Has the usage/storage site been approved by the authority having jurisdiction?			
35	Are fire symbols properly posted?			

E. FALL PREVENTION		N/A	Yes	No (enter location)
36	Are elevated surfaces 4' and above protected by guardrails?			
37	Are toeboards/kickplates installed where required?			
38	Are floor openings guarded to prevent personnel from tripping/falling?			
39	Do stairs with four or more risers have standard 42" railings with a mid-rail?			
40	Are stairs railings in good condition, i.e., no rotting, splintering, missing rail, slippery, etc.?			

F. FIRE PREVENTION		N/A	Yes	No (enter location)
41	Are fire extinguishers charged and seals intact?			
42	Are signs posted denoting location of manual alarms, and fire extinguishers?			
43	Are sprinkler heads unobstructed (18 inch clearance throughout the room)?			
44	Are fire extinguishers/pull boxes accessible at all times?			
45	Are smoking/nonsmoking areas identified and controlled?			
46	Are flammable storage cabinets and buildings properly permitted?			
47	Is proper grounding/bonding used for storage and transfer of flammable liquids?			
48	Spaceheaters aren't allowed at KSC. Is spaceheater approved by NASA-KSC Fire/FF-S-1?			
49	Are flammable storage cabinets free from combustibles, e.g., paper, cardboard, etc.?			
50	Are flammables in a spill proof container?			

G. HEALTH		N/A	Yes	No (enter location)
51	Is proper ventilation used for task, e.g., natural, mechanical exhaust, explosion proof, etc.?			
52	Is ventilation system properly maintained and certified?			
53	Are areas free from vermin/pests, e.g., mice, roaches, ants, etc.?			
54	Are controls implemented to permanently reduce noise hazards?			
55	Is there adequate lighting in the work area for the job to be performed?			
56	Is heat/cold stress adequately controlled, i.e., optional clothing, drinks, shelter, etc.?			
57	Is breakroom/food consumption adequately segregated from production areas?			
58	Are Material Safety Data Sheets (MSDS) available for employee use?			

H. HOUSEKEEPING		N/A	Yes	No (enter location)
59	Is excess paper/books prevented from being stored on top of file cabinets?			
60	Are trash containers emptied at the end of each shift or when container is full?			
61	Is paper, cardboard, wood, and other containers removed as soon as possible?			

I. LABELING		N/A	Yes	No (enter location)
62	Are chemical containers properly labeled?			
63	Do chemical containers have appropriate hazard warning label?			
64	Are ionizing/non-ionizing radiation sources properly identified?			

J. MACHINE GUARDING		N/A	Yes	No (enter location)
65	Are machines guarded to protect operator from rotating parts, flying chips, etc.?			
66	Are machines that are designed to be secured to floor/work bench bolted in place?			
67	Does grinder have the work rest adjusted to 1/8" maximum from the wheel?			
68	Is the grinder wheel RPM's rated greater than the RPM's of the grinder?			
69	Are tongue guards installed and adjusted to a maximum of 1/4" of wheel?			
70	Are machines equipped to prevent restarting after a power interruption?			
71	Is the face of the grinder wheel flat?			

K. MATERIALS HANDLING & STORAGE		N/A	Yes	No (enter location)
72	Is proper equipment used when material cannot be safely handled by 3 people?			
73	Are loads/material stacked/handled to ensure stability, e.g., heavy items near the floor?			
74	Are load limits marked on overhead storage areas?			

L. MISCELLANEOUS		N/A	Yes	No (enter location)
75	Do employees remove jewelry, tuck in hair/clothes, during maintenance work?			
76	Is the table paper cutter equipped with a guard?			
77	Is the table paper cutter blade kept in the closed and locked position after use?			
78	Is office furniture in good condition, e.g., no broken legs/rollers/back, etc.?			

M. PERSONAL PROTECTIVE EQUIPMENT		N/A	Yes	No (enter location)
79	Is personal protective equipment properly stored, maintained, and available?			
80	Are emergency showers/eyewashes properly located/maintained/tested?			
81	Are noise hazard areas identified where the use of hearing protection is required?			
82	Is proper protective clothing worn during work, e.g., steel toe shoes, hard hat, gloves, etc.?			
83	Are warning signs posted where personal protective equipment is required?			

N. TOOLS (power/hand)		N/A	Yes	No (enter location)
84	Are manufacturer's installed guards in place?			
85	Are hand tools in good condition, e.g., no broken handles/screwdriver tips, etc.?			
86	Is the flexible electrical cord and plug in good condition?			

O. STORAGE		N/A	Yes	No (enter location)
87	Is noncompatible material properly segregated/containerized to prevent reaction?			
88	Are materials adequately ventilated/protected from heat/direct sunlight?			
89	Are flammables stored in well-ventilated location free from ignition sources?			
90	Are storage areas posted to warn of hazardous materials/handling requirements?			

P. WALKING-WORKING SURFACES		N/A	Yes	No (enter location)
91	Are floors free of debris/changes in elevation which could result in tripping/slipping?			
92	Are rugs/carpets/hoses/cords/etc., laid to prevent tripping?			
93	Are stairs/ramps/ladders in good repair, e.g., no cracking, splitting, etc.?			
94	Are obstructions (low head clearances/tripping hazards) readily visible and padded?			
95	Are doors that open into hallways/aisles marked to warn passing personnel?			
96	Are doors that open into halls marked "OPEN DOOR SLOWLY" on inside of door?			
97	Are desk/file cabinet drawers closed when not in use to prevent a tripping hazard?			

Attachment C

SUBJECT NASA Safety Surveillance Log (NSSL) NASA Safety Surveillance Record (NSSR)	
OBJECTIVE To provide instructions on accomplishing the NSSL and the NSSR.	
FILE NUMBER 1710.3	OFFICE OF RESPONSIBILITY VB-D-1
REFERENCE(S) KHB 1710.2, NSSR - KSC Form 6-40NS	

Purpose

The NSSL is utilized to log all operations observed, while the NSSR is utilized to report discrepancies on operations observed.

• NSSL

- Instructions for completing the NSSL (left to right) are as follows:
 - Log number: Three digit # (i.e. 001) a dash and first and last initial of specialist.
 - Procedure Number: Self explanatory.
 - Hazardous or Non-hazardous: How was the operation being performed classified.? Enter "H" for hazardous or "N" for non-hazardous.
 - Project: Project or Payload name.
 - Location: Facility number or location where the operation occurred.
 - Operation Date: Self explanatory.
 - Contractor: Use contract designator, i.e., SMI instead of Space Mark, Inc..
 - Contractor Representative: Safety representative on site or Task Leader.
 - Type of Hazard: Follow the key at the bottom of the NSSL.
 - KSC Form 6-40NS Completed: If no discrepancies were noted enter "N" for No. If discrepancies were noted enter "Y" for Yes and refer to the next section for instructions for completing a NSSR.

The Safety Manager (SM) will maintain a NSSL, and submit by the first of each month a copy of their NSSL to the EI-F-B Supervisor, if they have entrees to report.

• NASA Safety Surveillance Record (NSSR) (KSC Form 6-40 NS (Rev. 6/94))

- Instructions for completing the NSSR (left to right and top to bottom) are as follows:
 - Date: Date the surveillance was performed.
 - Control No: Surveillance reports are submitted to the supervisor for control number assignment and log in.
 - OMI/WAPS/WADS No: Document number.
 - Sequence and/or step No: Self explanatory.
 - Facility Name or No: Self explanatory.
 - Specific Location within or near Facility: Self explanatory.
 - Mission: Payload operations only.
 - Vehicle: Payload operations only.
 - Payload: Payload operations only.
 - Contractor: Company Name.
 - Contractor Representative: Name of company Safety, Test Director, etc.

- NASA Safety Representative: Self explanatory.
 - Brief Description of Operation: Self explanatory.
 - Safety Surveillance Items of Interest: Integrated checklist for payloads and industrial high interest items to look for during surveillance.
 - Describe all Safety Violations: Self explanatory.
 - Describe any Notable Discussion: Self explanatory.
 - Notice to Contractor: (reply to NSSR requested) Indicate if you would like the contractor to respond in the yes or no block. If yes provide a suspense date in the Control Number block co-located with the control number for return of actions taken by the contractor to abate the noted conditions.
 - NASA Safety Supervisor Signature: Self explanatory.
 - Mail Code: Self explanatory.
 - Date: Self explanatory.
-
- The NSSR may be completed on-site after completion of the surveillance and a copy of the report given to the contractor representative. The original copy is submitted to the SM.
 - The SM will assign a control number to surveillance reports, and mail the report with an attached Avoid Verbal Orders (AVO) to the addressee for corrective actions.
 - A NSSR written with discrepancies will be tracked until closure or until the next inspection. If discrepancies have not been closed they will be transferred to the current NSSR and the previous control number will be closed. The NSSR will reflect the date of the original discrepancies and follow on control numbers.